

CADDO PARISH COMMUNICATIONS DISTRICT NUMBER ONE
Board of Commissioners

6:00 p.m. Tuesday
May 16, 2023

ECC Training Room
1144 Texas Avenue

Board Members Present: Mike Irvin, John Robinson, Rev. Roy Thomas, Clarence Babineaux, Jackie Lewis, Babineaux, Jackie Lewis and Van Anderson

Board Members Absent: Fred McClanahan

Others Present: Tommy Mazzone, Jan Horne, Huck Adkins, Beth Ann Carter, Mike Culbertson, Morris Laichena, and Richard Stewart (9-1-1 Staff), Zelda Tucker (Legal Counsel), Martha Bryant (Caddo Sheriff Director), Travis Morehart (Cook & Morehart CPA's), Jon Flair and Aimee McFarland (Heard, McElroy & Vestal, LLP)

Mr. Irvin called the meeting to order, and asked Ms. Horne to please make note of those in attendance. Mr. Mazzone welcomed our guests, Travis Morehart with Cook & Morehart CPA's and John Flair and Aimee McFarland with Heard, McElroy & Vestal, LLP.

Mr. Irvin asked for a motion to approve the Tuesday, March 21, 2023 meeting minutes. Mr. Lewis moved to approve the meeting minutes, and the motion was seconded by Mr. Babineaux. The Board unanimously voted to approve the minutes.

Mr. Irvin asked Mr. Mazzone for an update on the financial reports for the month of March and April. Mr. Mazzone responded that for the month of March, the District had monthly revenues of \$279,473.86. Monthly expenditures for March totaled \$586,617.22. Expenditures exceeded revenues by \$307,143.36. The reason for this difference is a payment of \$307,966.56 to Hexagon for annual software licenses and service agreements. As of March 31, 2023, the District had \$6,383,202.67 Cash-in-Bank, and Fixed Assets for the month of March increased by \$540,519.56 to \$32,870,335.65. This increase is due to an account reconciliation after capitalizing our mobile data infrastructure equipment and additional fixed assets for 2022. For the month of April, the District had monthly revenues of \$479,478.96. Monthly expenditures for April totaled \$563,601.06. Expenditures exceeded revenues by \$84,122.10. In April, the District made a service fee payment of \$164,943.75 towards our 2021 Series Certificates of Indebtedness, and made contractual payments of \$17,519.44 and \$97,615.00 to Caddo Fire District 1 to reimburse them for annual service agreement fees for the Parish-wide Fire Records Management System. As of April 30, 2023, the District had \$6,299,079.67 Cash-in-Bank, and Fixed Assets for the month for April remained the same as the previous month.

Mr. Irvin asked for an update on the Independent Auditor's Reports for the year ending December 31, 2022. Within these reports, Mr. Jon Flair with Heard McElroy and Vestal stated that the District has complied with all laws, regulations and contracts applicable. The external

audit did not disclose any material weaknesses in the District's internal financial structure, the audit tests did not disclose any instances of noncompliance, nor were there any deficiencies cited. Additionally, in a separate document there is a report of the Independent Auditors' Report on Applying Agreed-Upon Procedures. This report includes the auditors' inspection on the control and compliance areas identified in the Louisiana Legislative Auditor's Statewide Agreed-upon Procedures (SAUPs). The District's management is responsible for 30 areas identified in the SAUPs. The district had one minor exception. The annual sexual harassment report was dated February 7 instead of February 1. Mr. Travis Morehart with Cook & Morehart CPAs added that this is a minor exception and not an audit finding.

Mr. Irvin asked for an update on the Next Generation 9-1-1 Call Handling System Project. Mr. Mazzone reminded the Board after a lengthy bid process, the District collaborated with Motorola Solutions, Inc. to install and service the new technology. Our measured approach removes our tie to the central office phone system, and relies upon CAMA trunks and fiber technology to deliver 9-1-1 and administrative calls. Because of this, we are still reliant upon AT&T to provide these connections. In September 2022, the District began requesting specific numbers of CAMA trunks, ALI circuits and fiber (IP Flex) lines. Despite several conversations, e-mails, escalations and meetings, we still do not have our active circuits. On May 5th, 2023, District Staff met with our AT&T account manager at our B-site location (2890 Southland Park Dr.) so we could show her the fiber (which was stated to be active) was in fact not run at all. We were met by a field engineer manager, so he could provide his perspective. He relayed that AT&T would need to develop a new plan to run the fiber due to utility restrictions, and that once the plan was developed we could submit a new installation request. He also stated that any temporary solution could take a minimum of 3 to 4 weeks and a permanent solution has no estimated timeframe, as it requires a survey. Understanding that these time limits are very fluid, the District (after consulting with our project manager) decided to halt progress on our NG 9-1-1 conversion until AT&T can confirm installation of all CAMA trunks, ALI circuits and IP Flex lines at our Primary and B-site locations. Only then will be resume the project and ask Motorola to schedule resources for testing, training and installation. Any other decision is not fiscally or logistically responsible. AT&T was informed that the District made several attempts (since September 2022) to have these circuits and lines run, installed and ready for testing. The fact that our request is still pending is completely unacceptable, and it is impeding our ability to provide Caddo parish citizens with superior technology to aid them during emergencies. The project manager has assured me the District is not incurring additional fiscal cost associated with this pause; only the intangible cost of time.

Mr. Irvin asked for an update on the Facility Refresh Project. On May 4, 2023, the District received a draft of front end specs and they are with Ms. Tucker for review. Once we return the specs to our architectural firm, the project manager will develop a bid package and timeline to find a general contractor. The plans were submitted to the Fire Marshal for their review and will receive any notable feedback as necessary.

Mr. Irvin asked for an update on P25 Digital Radio System Audio Quality Concerns. Mr. Mazzone stated that the District radio team has updated firmware in portable and mobile radios

for Caddo Fire Districts One, Four and Five. Nearly all of the radios were updated at each of these departments and any stragglers will be brought to the District for updates. There are no additional requests from other agencies, but we are ready to assist should they need any help. In a related matter, it appears Motorola has released several versions of a firmware update which may impact the audio quality of our portable and mobile radios. Mr. Wes Edge has reached out to our Motorola account manager to ask for additional information and possible support. We will continue to keep the Board and the public safety agencies updated.

Mr. Irvin asked for an update on the Administrative Phone System Upgrade Project. Mr. Mazzone stated that the District was working closely with our Information Technology Department and our Legal Counsel and have received the final quote from the upgrade. With the first year service, equipment leasing and one-time costs included, we should be paying approximately \$14,208 for 50 lines. Because this is VoIP service, we will be able to cancel our current long distance service, which is approximately \$16,800 a year. Years two (2) through five (5) of our agreement should total approximately \$10,726 annually. Our Legal Counsel is currently reviewing the contract language to ensure it meets with state statutes. Once we have a signed agreement, we will begin programming and installation.

Mr. Irvin asked the Board to consider a Motion to approve the receipt of the External Financial Audit for the year ending December 31, 2022 for the Caddo Parish Communications District Number One as submitted by Heard McElroy and Vestal, LLP. Rev. Thomas moved to approve the receipt of the Audit and was seconded by Mr. Babineaux. The motion was accepted unanimously.

Mr. Mazzone asked the Board to consider a Resolution approving Amendments to the Operating and Capital Outlay Budget for the Caddo Parish Communications District Number One for the period beginning January 1, 2023, and ending December 31, 2023. Mr. Mazzone explained that the following proposed amendments are necessary so that the budget will reflect the increases and/or decreases in revenues and expenditures. The proposed budget reflects an increase of \$1,090,443 in the Beginning Fund Balance from \$6,178,917.00 to \$7,269,360.00 as a result of the audit. Additionally the proposed amendments incorporate new revenue received since our budget approval in December 2022, from the establishment of four (4) new telecommunications service providers in Caddo Parish. New revenue line items have been created to reflect anticipated annual revenue, and those revenue projections were based upon the first remittance of revenue received from each carrier. Also in accordance with current Cooperative Endeavor Agreements, beginning in September of 2023, the District will start billing local government and public safety agencies using our P25 Digital Radio System at a rate of \$5.00 per subscriber unit. An estimate of 4000 units increases our monthly revenues by \$20,000. Regarding expenditures, there is an increase in the Director's Car Allowance; this puts the total to \$3,000 annually as previously agreed upon by the hiring committee. The District is also requesting to increase the Office Equipment line item by \$7,000 to purchase a new map printer. Furthermore the District would like to increase the 9-1-1 Equipment Maintenance line item by \$143,374.00 to account for our annual service agreement cost for the P25 Digital Radio System. This will become a recurring cost for the next 14 years. Under the Capital Outlay

Section of the budget for CFD1/ESO Agreement Reimbursement, an additional \$68,625.44 has been added to fund the initial costs and first year of service agreement costs associated with the new parish-wide fire records maintenance system. In summation, due to the increase in the beginning fund balance, the budget amendments as proposed will still increase the 2023 Ending Fund Balance or Operating Reserves by approximately \$895,336.00 to \$2,938,549.93. A Motion was made to accept the Resolution to amend the 2023 Operating Budget by Mr. Babineaux and was seconded by Mr. Anderson. The Resolution was unanimously accepted.

Mr. Irvin asked if there was any old business. Mr. Mazzone informed the Board on Friday, April 28, 2023, a copy of the Consolidated Report of Statewide 9-1-1 Activity was submitted on behalf of all of the communications districts in the state of Louisiana; all 64 parishes reported. The report was sent electronically to Representative Paula Davis, Chair of the House of Representatives Commerce Committee and Senator Mike Reese, Chair of the Senate Commerce, Consumer Protection, and International Affairs Committee. Copies of the report were also sent to both committee chairs via certified mail, return receipt requested.

Mr. Irvin asked if there was any new business. Mr. Mazzone updated the Board on Thursday, May 11th, our CPA, Mr. Morehart, called Ms. Horne to ask about a check from 2016 that had cleared on the District's bank statement. Ms. Horne was able to speak with the vendor to which the check was made out, and verified they did not recently attempt to cash that check. Ms. Horne opened a fraud investigation and is monitoring the account daily to watch for any suspicious activity. Mr. Mazzone also informed the Board on Wednesday, May 3rd, there was a report of a suspicious package in the front of our facility. Police and fire were dispatched and the issue was resolved. Mr. Mazzone had a meeting with the heads of each agency about expectations should this happen again. The package was not dangerous and no one was injured. Our front pedestrian gate is now modified, allowing us to lock it after hours.

With no further business to be brought before the Board, Mr. Irvin asked for a motion to adjourn the meeting. Mr. Babineaux made the motion and it was seconded by Mr. Anderson. The motion was accepted unanimously.